



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CSA-05-155	POSITION: Mental Health Specialist
POSITION SERIES: DS-601	POSITION GRADE: 11
OPENING DATE: 08/30/05	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 09/14/05 (And every two week thereafter.)	SALARY RANGE: \$46,348 - \$60,251 Per Annum
WORKSITE: Various Community Locations	TOUR OF DUTY: 8:15 a.m. – 4:45 p.m. Monday-Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Unlimited
AGENCY: Community Services Agency	NO. OF VACANCIES: Four (4)
DURATION OF APPOINTMENT: (X) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____ months.	
(X) This position IS in the collective bargaining unit represented by <u>AFSCME 2095/AFGE 383</u> and you may be required to pay an agency service fee through an automatic payroll deduction. () This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
BRIEF DESCRIPTION OF DUTIES: Serves as a Mental Health Specialist focusing on jail diversion for adult offenders with mental illness. Participates in assessing services needed and facilitating continuity of care and discharge planning. The incumbent exercises responsibility for assisting in determining the level of care required, with particular attention to the level of care needed for acute psychiatric services, diversion, recommendation for community alternatives to detention, including family counseling, etc. Provides evaluations and assessments to determine the immediate mental health needs and community based alternative placements as opposed to detention. Utilizing specific techniques and other clinical modalities, assists mentally ill inmates and their families in addressing their concerns and wishes. Works collaboratively with other public and private agencies and Department of Corrections staff in the facility and community as required. Works closely with the Access Help Line, core service agencies and the Consortium of providers to ensure continuity of care and appropriate discharge planning.	
QUALIFICATIONS REQUIREMENT: As a basic requirement, all applicants must have successfully completed a four (4) year course of study in an accredited college or university leading to a Bachelors or higher degree which involved major study in an academic field related to health or allied sciences. This position requires one (1) year of specialized experience equivalent to the next lower grade level in the normal grade level progression for the position to be filled. Specialized experience is experience which is directly related to the position to be filled which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled.	
SELECTIVE PLACEMENT FACTOR(S): None	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Knowledge of a wide range of theories, principles, practices, and techniques of mental health clinical practice in such fields as psychology, counseling, social work, or nursing in order to sustain a caring and involved active therapeutic relationship.
2. Ability to participate on a mental health treatment team, applying mental health trends, techniques, methods, and issues relating to adults with particular emphasis on individuals in the criminal justice system through study of current literature, by membership in professional associations, and through attendance at meetings, lectures, and conferences to perform mental health activities, carry out a wide variety of mental health services, and apply new developments to problems.
3. Knowledge of community resources and other institutions that serve adults and their families, including knowledge of services offered, eligibility criteria, and referral procedures.
4. Skill in communicating orally and in writing in order to plan and carry out mental health services, develop histories and reports on adults in the criminal justice system and families, document the medical record, participate as a member of the multi-disciplinary team as well as other teams and committees, develop treatment plans, and make referrals to community and other outside organizations as appropriate.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: John Coghlan (202) 673-7522
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."